

U.S. Department of Justice
United States Marshals Service

FEDERAL PRISONER'S PROPERTY RECEIPT

(Instructions on Reverse)

ITEMS RECEIVED:

FROM <i>(Name and Title)</i>		RECEIVING OFFICER <i>(Signature and Title)</i>
NAME OF PRISONER	INSTITUTION	DATE
ABOVE ITEMS RETURNED <i>(Signature and Title of Person Receiving)</i>		DATE

TO COMMITTING OFFICER

INSTRUCTIONS

1. This Federal Prisoner's Property Receipt (Form USM-18) should be prepared in quadruplicate. Copies should be distributed as directed on the last line of each copy

Original (White) — To Committing Officer

Duplicate (Yellow) — To Jailer

Triplicate (Blue) — To Prisoner

Quadruplicate (White) — Extra

2. When a Federal prisoner is placed in a non-federal institution by a U.S. marshal, a deputy marshal, or other employee of the marshal, all spaces above the double lines should be filled in and the receiving officer should sign in the space provided, as evidence of the receipt of the prisoner's property. Copies should then be distributed as set forth above.
3. When a prisoner is released, the last two boxes on the jailer's copy will be filled in as evidence of the jailer's return of the property.
4. If, while in jail, the prisoner is allowed to spend or otherwise dispose of any money or other property listed, that fact should be noted on the jailer's copy over the prisoner's signature.
5. If a prisoner is to be released to someone other than the committing officer, the original of the receipt should be attached to the commitment, removal, or other papers, for delivery to the marshal to whom the prisoner will be released.